

Mayor  
John W. Minto  
City Council  
Ronn Hall  
Laura Koval  
Rob McNelis  
Dustin Trotter

September 17<sup>th</sup>, 2025

**TO:** Prospective Proposers

**RE:** REQUEST FOR PROPOSALS RFP #25/26-40043 – Assessment Engineering and Community Facilities District Administration Services

**Addendum #1**

**This is Addendum #1 to the City of Santee Request for Proposals for RFP #25/26-40043 – Assessment Engineering and Community Facilities District Administration Services dated September 2, 2025. This Addendum forms an essential part of the Contract Documents by Revising the Specifications with the following changes and/or additional information.**

Receipt of this Addendum must be acknowledged in the Transmittal Letter (*Ref. Section 4.1*) of your Proposal.

**QUESTIONS AND ANSWERS**

**1. Who is the City's current administration provider, and how long have they been providing these services?**

The City's current provider is Spicer Consulting Group, which has been providing these services since March 2021.

**2. Why is the City issuing this Request for Proposals (RFP)?**

The current contract term is approaching the end of its allowable extensions. Per the City's purchasing guidelines, requirements, and best practices, a new RFP was issued to establish the next contract terms after the current contract expires in February 2026.

**3. Is the City satisfied with the current provider's performance?**

Yes.

**4. Are there any areas where the City would like to see an alternate approach or potential improvements from future proposals?**

The City welcomes proposals that continue to streamline annual administration.

**5. What is the current contract amount?**

The current annual contract amount is \$33,826.02, broken down as follows:

Fire Benefit Fee: \$4,329.73

Santee Town Center LMD: \$6,494.60

Santee LMD: \$6,494.60

Santee Roadway Lighting District: \$6,494.60

CFD No. 2017-1: \$7,035.80

CFD No. 2017-2: \$2,976.69

**6. Have any corrections to the levy been required in the past three years?**

No corrections were required.

**7. Are any new Community Facilities District (CFD) formations currently contemplated?**

Not at this time.

**8. Does the City have a preference for meeting format?**

The City prefers in-person meetings, particularly for the initial kick-off meeting, but can accommodate virtual appointments for ongoing project communication when necessary.

**9. Are there any recent legal challenges related to these services?**

No.

**10. Are there any related or concurrent consulting services to be aware of?**

Not at this time.